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FLEET MANAGEMENT
Georgia Department of Administrative Services

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**Motor Vehicle Assignment and Use
Authorization (MV-1) Program**

User Manual

MOTOR VEHICLE ASSIGNMENT AND USE AUTHORIZATION FORM

Form DOAS MV-1 System

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page</u>
1	Background	1
2	Purpose	1
3	Setting up a User ID/Account	1
4	Accessing the System	2
4c(1)	Change Your Password	3
4c(2)	MV-1 Form Maintenance	4
4c(3)	Display/Print Forms	4
4c(4)	Exit the System	5
5	Entering a new Form MV-1	5
5a	Section I. Employee Information	6
5b	Section II. Vehicle Information	6
5c	Section III. Policy Memorandum Exemption	7
5f	Section IV. Individual Vehicle Assignment	8
5h	Section V. Overnight Vehicle Use on a Routine Basis	10
5i	Section VI. Comments	11
5j	Section VII. Employee Certification	12
5k	Section VIII. Agency Recommendation	12
6	Editing an Existing Form MV-1	14
7	Displaying or Printing Forms	14
8	Deleting a form from the Database	16
9	Reports	16
10	Program Changes	16
Annex A	Database Field Names and Descriptions	17
Annex B	System Administrator Supplemental Instructions	20

Motor Vehicle Assignment and Use Authorization (MV-1) Program

User Manual

1. Background:

Office of Planning and Budget, Department of Administrative Services, Department of Audits and Accounts Joint Policy Number 11, dated June 1, 2002 was developed to provide guidelines for the most effective and efficient utilization of motor vehicles by agencies in accomplishing their legally authorized missions. The policy includes the requirements for individual assignment and routine overnight use. Specifically, the policy prescribes use of the Form DOAS MV-1 to document the request for and authorization for use of a state owned vehicle.

The process for review and approval of these assignments was paper intense and laborious. In fiscal year 2004 alone, over 4,500 individual assignment requests were processed. To improve the process, the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) enlisted the aid of information technology staff to develop a technological solution, the MV-1 Program.

2. Purpose:

This program is Web-based, designed to assist in the preparation, transmittal, approval and storage of all requests for individual assignment. Agencies are responsible for collection and reporting of accurate information and are subject to review and audit of the information reported. Vehicle logs and other supporting documentation may be requested as part of these reviews and audits. Agencies that may request this information include the Department of Audits and Accounts, Office of Planning and Budget, Office of the Inspector General or Office of Fleet Management.

The program is designed to facilitate completion of the required information, limiting responses to only necessary fields. For example, individuals qualifying for vehicle assignment based on mileage will not be required to complete any questions dealing with special equipment or special purpose vehicles.

This manual is not intended to serve as a policy document; however, the manual has been based upon the requirements of Policy Number 11. Included in the manual are clarifying instructions related to the policy. In case of any conflict between the policy document and this user manual, Policy Number 11 takes precedence.

Annex A provides a list of the fields contained in the database, a description of the information, relationship to the Form MV-1, and the field characteristics.

Annex B provides supplemental instructions for system administrators in DOAS OFM. While included in the Table of Contents, this annex is not included in the Fleet Coordinators' User Manual.

3. Setting up a User ID/Account.

- a. Individual User ID's are assigned by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM). Requests must be submitted in writing on agency letterhead to the Office of Fleet Management, Attention: Motor Vehicle Operations Manager, 200 Piedmont Avenue SE, Suite 1304 West Tower, Atlanta, GA 30334. E-mail requests cannot be accepted. Requests must contain ALL of the following information:

- (1) User name (Last, First, M.I.)
 - (2) Job title
 - (3) Agency
 - (4) Department
 - (5) Phone Number
 - (6) Complete E-mail Address (including domain name)
- b. Agencies may request more than one user ID; however, all information is required for each user. Only individual user IDs will be issued. Agency “generic” user IDs will not be allowed. Each agency user will have access to all forms submitted by that agency.
- c. Users will receive notification via e-mail when their user ID has been established in the system and will be provided with an initial login password. Upon initial login, the user will be prompted to change the password. The new password may be any combination of up to eight alphanumeric characters. The password is NOT case sensitive.
4. Accessing the system.
- a. The MV-1 system is accessible on the internet at <http://mv1.doas.state.ga.us>. The program can also be accessed through a link on the Office of Fleet Management web site (<http://www2.doas.state.ga.us/departments/doas/ofm/>). From the OFM web site click on the MV1 button and then click on the link to the MV-1 program.
- b. At the logon screen, enter the user ID in the appropriate block (your user ID is your complete e-mail address, including domain name, for example jsmith@state.ga.gov), tab to the password block and enter the user password, then click on the Logon bar. Please remember that the user ID is case sensitive while the password is not.

MV1 System Logon Screen

Motor Vehicle MV1
MV1 Logon

Enter user ID:

Enter password:

Logon

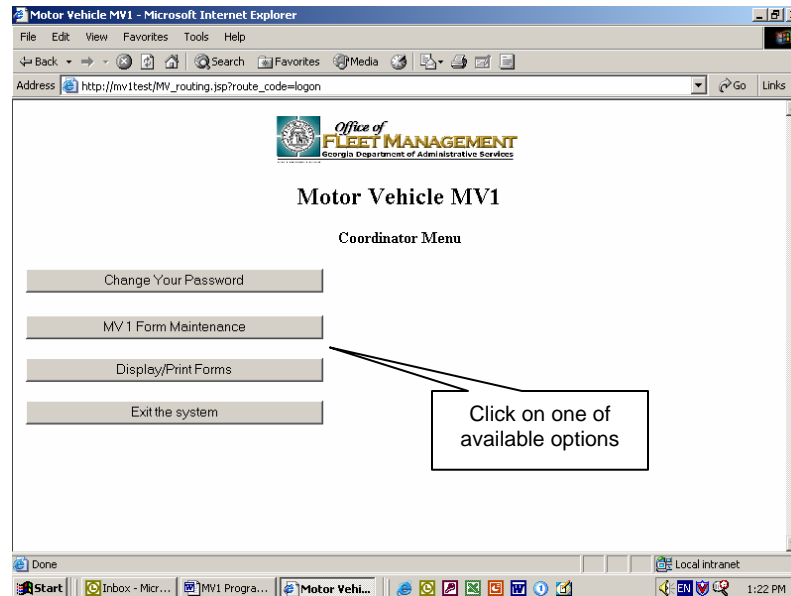
Forgot password?

1. Your User ID is your complete e-mail address. The User ID is case sensitive.

2. Password is not case sensitive

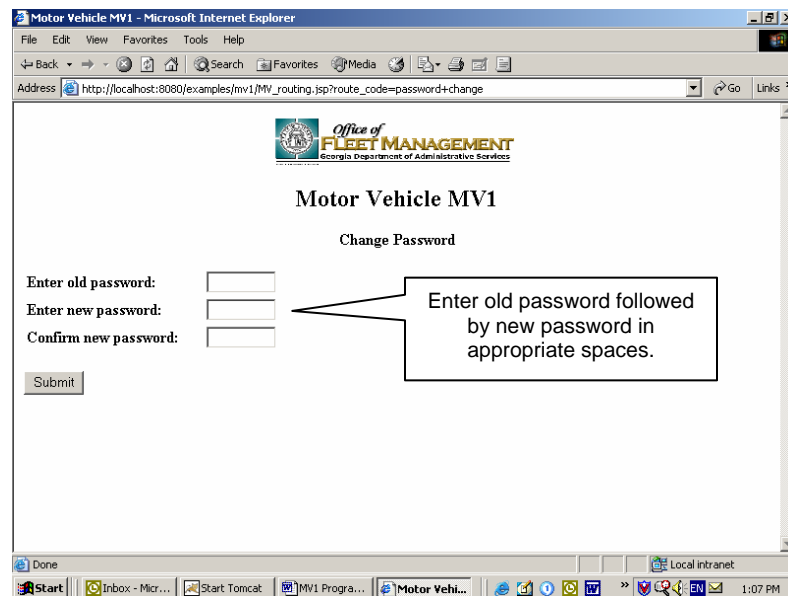
- c. Upon completing the logon screen, the Coordinator Menu screen will be displayed. From the Coordinator Menu, you may select one of three options or choose to exit the system.

MV1 Coordinator Menu



- (1) Change Your Password. Select this option to change your current password. The following screen will be presented. Enter your old password in the appropriate block, tab to the next block and enter your new password (up to eight alphanumeric characters), tab to the next block and reenter the new password to confirm, and then click on Submit to finalize the process and change your password.

Change Password Screen



- (2) **MV-1 Form Maintenance.** Select this option to create a new MV-1 form or to edit an existing MV-1 (includes changing personal or vehicle information or revising information for a new year). When the option is selected, a listing of individuals with existing vehicle assignment forms will display along with a selection to create a new form. Only those individuals within your agency will be displayed. Click on the appropriate button to open an existing MV-1 or to create a new form. Current year forms that have been reviewed and signed by the Agency Head or Designee are locked and will not appear on the list. You may still display or print any form from your agency by selecting from Display/Print item from the menu. Each year, when reset by OFM, all names will reappear. Sections I and II of the form will be populated with information from the previous fiscal year's form.

MV1 Form Selection for Creating and Editing

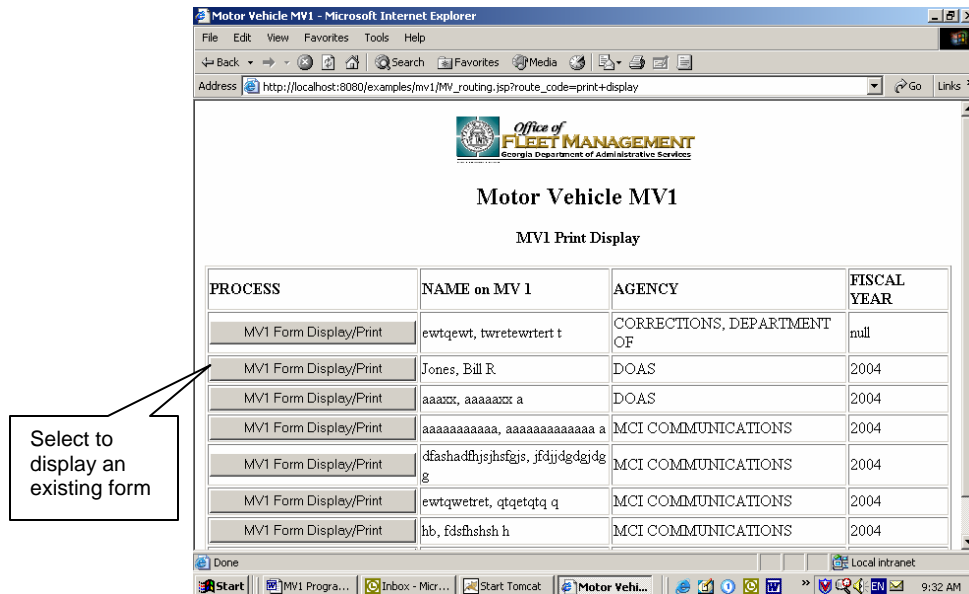
Select to create a new form

Select to modify an existing form

PROCESS	NAME on MV 1	AGENCY	FISCAL YEAR
Add a new MV1 Form	Add a new MV1 Form		
MV1 Form Maintenance	McFarland, Dennis R	Corrections, Dept of	2004
MV1 Form Maintenance	Clown, Bozo T	DOAS	2004
MV1 Form Maintenance	Hyde, William D	DOAS	2004
MV1 Form Maintenance	rascal, Ima	DOAS	2004
MV1 Form Maintenance	Smedlap, John Q	DOAS	2004
MV1 Form Maintenance	Smith, John	DOAS	2004
MV1 Form Maintenance	Smith, John	DOAS	2004
MV1 Form Maintenance	Test, 22 4	DOAS	2004
MV1 Form Maintenance	Test, Test	DOAS	2004

- (3) **Display/Print Forms.** Select this option to display an existing MV-1 or to print an existing form. The selection process is the same as for editing; however, you cannot edit the information from the display/print screen. Once the form has been displayed on the screen, use the toolbar Print button to send form to the printer. Although the form appears on the screen as a continuous form, it will automatically print on two pages. (Note: Because of comments added to the form, there may be more than two pages printed.)

MV1 Form Selection for Display and Print



- (4) Exit the System. Select this option to exit the current user from the MV-1 system. You will need to close your internet browser after exiting the MV-1 program.
5. Entering a new Form MV-1. The screens for entering MV-1 information are set up to follow the sections on the basic form. At the bottom of each section there is a button to take you to the next appropriate section or screen. The program has edits built in and will only display appropriate sections of the form for completion. Not all sections of the complete, printed form may appear as a screen. For example, if an individual is qualified for vehicle assignment by mileage, the section pertaining to operation and configuration will not display.

a. Section I. Employee Information.

Section I – Employee Information

Motor Vehicle MW1 - Microsoft Internet Explorer

Address: http://localhost:8080/examples/mw1/MV_routing.jsp?route_code=MW1+section+1&record_key=new

Office of FLEET MANAGEMENT
Georgia Department of Administrative Services

Section I - Employee Information

Reporting Year (FY): ☒ 2004 ☐ 2005 ☐ 2006 ☐ 2007

Last Name:

M.I.:

First Name:

Title:

Agency Code/Name: 46700/CORRECTIONS, DEPARTMENT OF

Department/Division:

Employee ID:

Home Address:

City, County, Zip:

Telephone No:

Go to Next Section

- (1) Reporting Year: The Fiscal Year is preset by the Office of Fleet Management. Check to be sure Fiscal Year for which the authorization request is being prepared is marked. Requests are prepared for the UPCOMING fiscal year. For example, use the mileage from Fiscal Year 2004 to request vehicle assignment authorization for Fiscal Year 2005.
 - (2) Name. Enter the employee name (Last, First, Middle Initial) in the blocks indicated. Do not enter more than one employee name. If a vehicle is regularly driven by two or more employees, it is considered a pool vehicle and completion of the Form MV-1 is not required. NOTE: Pool vehicles are not authorized for routine overnight use.
 - (3) Job Title. Enter the employee's job/position title.
 - (4) Agency. No entry is required. The agency name is a system default entry based on the user ID of the person entering the form.
 - (5) Department/Division. Enter the agency department in which the individual is employed. You may also enter an agency division.
 - (6) Employee Identification Number. Enter the individual's employee number. This number is the individual's payroll (PeopleSoft) number. DO NOT enter the employee's social security number.
 - (7) Home Address: If the vehicle assignment includes routine, overnight use or if the employee works from a home office, enter the employee's residence address (not a post office box).
 - (8) City/County/Zip Code. Enter the city, county, and zip code of the employee's residence. This field is a required entry.
 - (9) Telephone Number. Enter the area code and telephone number of the assigned driver (contact telephone may be either office or home).
 - (10) After completing the driver information, click on the "Go to Next Section" button on the screen.
- b. Section II. Vehicle Information. (Note: The information to be entered is for the vehicle being driven by the individual at the end of the fiscal year.)

Section II – Vehicle Information and Section III – Policy Memorandum Exemption

Motor Vehicle MW1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://mv1test/MV_routing.jsp Print Go Links »

Office of FLEET MANAGEMENT
Georgia Department of Administrative Services

Section II - Vehicle Information

Agency Vehicle/Equipment ID#:

Vehicle Identification Number(last 8 digits):

License Plate Number/County:

Year:

Make:

Model:

Body Type:

Section III - Policy Memorandum Exemptions

Is the vehicle driven by a sworn, POST-certified/registered law enforcement officer employed by the Department of Public Safety(DPS) or the Department of Motor Vehicle Safety(DMVS) for the purpose of patrolling?

☐ Yes ☒ NO

Done Local intranet

Start Inbox - Micr... MW1 Progra... Motor Vehi... 1:40 PM

- (1) Agency Vehicle/Equipment Number. Enter the complete agency vehicle number. You may include both alpha and numeric characters; however, do not use the agency name or abbreviation as part of the number. Agencies are encouraged to begin changing vehicle numbers to the new numbering format that includes the three number agency prefix, a dash (hyphen), and the four number assigned agency vehicle number.
 - (2) Vehicle Identification Number. Enter only the last eight alphanumeric characters of the vehicle identification number (VIN). This is a required entry.
 - (3) License Plate Number. Enter the license plate number and county where the vehicle is registered. For undercover vehicles, enter the letters XXX.
 - (4) Year. Enter the model year of the vehicle.
 - (5) Make. Enter the manufacturer's name of the vehicle (For example: Ford, Chevrolet, Dodge, International, etc.).
 - (6) Model. Enter the manufacturer's model name of the vehicle (For example: Taurus, Crown Victoria, Impala, Sierra, F700, etc.).
 - (7) Body Type. Enter the type of vehicle (For example: Sedan; Full Size, Sedan; Mid Size, Sedan; Police Pursuit, Station Wagon, SUV, Pickup, Van; Cargo, HERO Truck, etc.).
- c. Section III. Policy Memorandum Exemption. By clicking on the appropriate block, indicate whether or not the vehicle is a patrol vehicle being driven by a sworn, POST certified officer assigned to the Georgia State Patrol (GSP) or Department of Motor Vehicle Safety (DMVS). The individual assignment of a vehicle based on the exemption provided in Section III is limited to individuals performing routine and regular patrol functions within GSP and DMVS. POST certification alone is not a qualification for assignment of a vehicle under this exemption. As this section only applies to a limited number of individuals, the default response is NO. If the exemption applies, click on the Yes block to change the response.
- d. After completing the vehicle identification information and answering the yes or no question concerning patrol vehicle use, click on the "Go to Next Section" button.

- e. If you check "Yes" for Section III, you will be taken to Section V (Overnight Vehicle Use on a Routine Basis) of the form. If you check "No" for Section III, you will be taken to Section IV (Individual Vehicle Assignment) of the form.
- f. Section IV. Individual Vehicle Assignment. Note: Mileage information entered in this section is for the immediately preceding fiscal year (July through June).

Section IV – Individual Vehicle Assignment Mileage Information

Section IV - Individual Vehicle Assignment

1. Number of Miles Driven Last Year:

a) Number of State business miles driven in a State Vehicle last fiscal year: State business miles only

1) Agency Unique Vehicle Number of vehicle(s) driven last fiscal year:

Vehicles:

2) Period(s) during which the vehicle(s) was used last fiscal year:

b) Number of business miles reimbursed for personal vehicle use last fiscal year:

c) Number of Commuting miles driven in a State Vehicle last fiscal year: Miles to-from home and office, or de minimus personal use

- (1) Enter the total number of state business miles driven in the currently assigned vehicle AND any other vehicle assigned to the individual during the previous fiscal year. Do not estimate miles. All agencies are required to maintain records of business and commute use of state vehicles during the year, to include mileage and the number of commuting trips.
- (2) Enter the agency vehicle number of the current and any previous vehicles assigned to the driver during the previous year. For example, 1234, if individual was assigned only one vehicle, or 1234; 3456, if the individual was assigned two different vehicles during the year.
- (3) Enter the inclusive dates (month/year) during which the individual was assigned a vehicle during the previous year. For example, an employee assigned a vehicle, even if more than one vehicle, for the entire year would enter Jul yy – Jun yy; a new employee assigned a vehicle beginning in October would enter Oct yy – Jun yy.
- (4) Enter the number of business miles driven in a personal vehicle for which the employee was reimbursed by the state; i.e., the employee submitted an expense report and was paid for personal vehicle mileage.
- (5) Enter the number of commuting miles driven in a state vehicle during the previous fiscal year. For purposes of this form, commuting is defined as the drive from an individual's normal residence to the individual's normal place of business. Do not estimate mileage. All agencies are required to maintain records of business and commute use of state vehicles during the year, to include mileage and the number of commuting trips.
- (6) After entering the mileage information, click on the "Go to Next Section" button.
- (7) The total number of miles entry is computed for you based on the entries made on the previous screen. This number cannot be edited.

- (8) If the total number of miles is less than 14,000, an exception screen will display requesting you to indicate by clicking “Yes” or “No” whether the vehicle was driven more than 3,500 business miles during the last quarter of the fiscal year. The default is NO. If the individual drove more than 3,500 miles during the last quarter of the fiscal year, click on the YES to change the response. NOTE: The 3,500 mile rule is an exception to allow mileage based assignment for individuals assigned a vehicle for less than a full year (e.g.; new employee, new position). This exception is not intended for use by the same individual in two consecutive years.

Section IV – Individual Vehicle Assignment Qualifying Mileage Exception

Motor Vehicle MV1 - Microsoft Internet Explorer

Address: http://localhost:8080/examples/mv1/MV_routing.jsp

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Georgia Department of Administrative Services

Section IV - Individual Vehicle Assignment

1. d) The total number of miles from (a) and (b) is: 0

e) Did the total in (d) exceed 14,000 miles? NO

f) If the vehicle was driven less than 14,000 State business miles in the last fiscal year, has it been driven more than 3,500 state miles in the last three months of the year: YES NO

Continue to Next Section

Computed entries that cannot be edited

Change to YES if 3,500 miles exception applies

- (9) Click on the “Continue to Next Section” button. If the individual has qualified for vehicle assignment based on mileage, you will be taken to Section V (Overnight Vehicle Use on a Routine Basis). If the individual has not qualified for vehicle assignment based on mileage, you will be taken to Part 2 of Section IV to determine assignment eligibility based on vehicle configuration or operations.
- g. Part 2, Section IV. The items in Section IV are defaulted to “NO”. If one of the criteria applies, click on the “YES” button to change the response. (Note: It is only necessary to mark one of the following blocks as “YES”. Each item listed serves as an exception to the mileage qualification criteria.)

Section IV – Individual Vehicle Assignment Operation/Configuration Exceptions

Section IV - Individual Vehicle Assignment

2. Vehicle Configuration/Operations:

a) Is the vehicle assigned to the head of the agency? ☐ YES ☒ NO

b) Is the vehicle required to have any special equipment such as Emergency Warning Light?
☐ YES ☒ NO
If "Yes", list the special equipment:

c) Is the vehicle used to transport equipment that is too large or heavy, or has special features that make it impractical to be transferred between vehicles or between a vehicle and a fixed location?
☐ YES ☒ NO
If "Yes", explain:

d) Is the vehicle required to be driven to sites or under conditions that would endanger privately owned vehicles?
☐ YES ☒ NO
If "Yes", describe the conditions:

- (1) Indicate if the vehicle assignment is for the head of the reporting agency.
 - (2) Indicate if the vehicle is equipped with and required to have special equipment; for example, emergency warning lights (light bar), installed two-way radio, or similar items. If this block is checked "Yes", you must list the equipment in the space provided.
 - (3) Indicate if the vehicle is used to transport heavy or oversize equipment that makes it not practical to move between vehicles. For example, K-9 cages, attached tool boxes, parts cabinets, electrical test equipment, or similar items. If this block is checked "Yes", you must list the equipment in the space provided.
 - (4) Indicate if the vehicle is required to be driven to locations or for purposes that would endanger privately owned vehicles. For example, construction sites, industrial locations, or similar places. If this block is checked "Yes", you must describe the situation in the space provided.
 - (5) After responding to the four questions, scroll down to the bottom of the screen and click on the "Go to Next Section" button.
 - (6) If the individual is eligible to be recommended for a vehicle assignment, you will be taken to Section V (Overnight Vehicle Use on a Routine Basis). If the individual has not qualified for a vehicle assignment, the message "All of the questions 1e, 1f, 2a, 2b, 2c, and 2d are answered 'NO', the employee is not authorized for individual assignment of a vehicle." Click on the "Return to Menu" button to continue. Agencies believing an individual not eligible for a vehicle assignment under existing policies should be authorized an assigned vehicle may separately request an exception to the vehicle assignment policy. Requests for exception to assignment policies should be forwarded to the Office of Fleet Management as a memorandum signed by the head of the agency outlining the reasons for the exception and must include a copy of the MV-1.
- h. Section V. Overnight Vehicle Use on a Routine Basis. The items in Section V are defaulted to "NO". If one of the criteria applies, click on the "YES" button to change the response. (Note: It is only necessary to mark one of the following blocks as "YES". Each item listed can separately serve as the basis for approval of routine overnight use of a state vehicle.) This section is larger than a single monitor screen, so it will be

necessary to scroll down to view all five qualifications for overnight use and to click on the “Go to Section VI” button at the bottom.

Section V – Overnight Vehicle Use on a Routine Basis

Click “Yes” to change a response

Add comments when requested

Use the scroll bar to view all questions

- (1) Indicate if the vehicle is assigned to the head of the reporting agency.
- (2) Indicate if the individual in this position, as a condition of employment, is required to regularly respond directly to the scene of an emergency on a 24/7 basis. Merely reporting to a normal place of business in the event of an incident does not meet these criteria. If “Yes”, explain the nature of the position in the comments block. “Condition of employment” is not an explanation.
- (3) Indicate if the vehicle is specially equipped and used for functions related to the special equipment and is rarely driven to a central office or work site from the employee’s home. If “Yes”, explain the nature of the equipment in the comments block.
- (4) Indicate if the employee works from his or her home and regularly travels to different work locations each day; i.e., the employee does not travel to a central office before starting to perform work.
- (5) Indicate if there is known potential for vandalism or theft of the vehicle, tools, or equipment if the vehicle is left at the normal work location and adequate local security cannot be obtained nearby. If “Yes”, indicate the location of the unsecured working location in the comments block.
- (6) If any single question above is answered “Yes” with supporting comments, the employee may be considered by the agency for overnight use of a state vehicle on a routine basis. If all of the questions are answered “No”, the employee is not authorized overnight use of a vehicle on a routine basis, even if assignment of a vehicle is recommended.
- (7) Click on the “Go to Section VI” button to proceed to the next section.

i. Section VI. Comments.

- (1) Use this section to add any additional information deemed necessary by the agency or individual to support assignment and/or overnight use of the vehicle. This section is for use in providing information to clarify responses to questions in Section V. Do not use this section to request an exception to assignment or overnight use policies.

Requests for exceptions to assignment or overnight use policies must be by separate correspondence from the agency.

- (2) When finished with comments, or if no comments are needed, click on the "Go to Next Section" button to proceed to Section VII, Employee Certification.

Section VI – Miscellaneous Comments and Remarks

- j. Section VII. Employee Certification. The employee's typed name in this block constitutes an electronic signature certifying that the reported information is correct. Agencies may be asked to produce a signed copy if there are questions concerning the information reported or the use of the vehicle.

Section VII – Employee Certification

- k. Section VIII. Agency Recommendation. This section is for the agency to recommend authorization for assignment of a vehicle and for routine overnight use. Even though an employee may be eligible according to the criteria in previous sections, assignment or overnight use can be denied by the agency.

Section VIII – Agency Recommendation

See the tables below for acceptable combinations.

Will not appear if routine overnight use has not been justified.

Name of supervisor is optional.

Name of agency head or designee making recommendation is required.

- (1) The default responses are set to “No”. To change the response, click on the “Yes”.
- (2) The following responses constitute acceptable combinations:

Question Number	Subject	Yes	No
1	Assignment	X	
2	Overnight Use	X	

1	Assignment	X	
2	Overnight Use		X

1	Assignment		X
2	Overnight Use		X

- (3) The following response is not an acceptable combination:

Question Number	Subject	Yes	No
1	Assignment		X
2	Overnight Use	X	

- (4) Agency recommendations in Section VIII must be supported by the information provided in Sections III, IV, and V.
- (5) Requests for exceptions to the assignment and overnight use policies must be submitted to OFM in a memorandum signed by the agency head, must indicate the specific assignment or overnight use criteria for which an exception is being requested, and must include a copy of the MV1 Form pertaining to the individual for

whom a policy exception is being requested. Exceptions must be submitted separately for each individual. Group exceptions will be returned without action.

- (6) An entry in the Agency Head or Designee block on this page will lock the form causing it to no longer be included on your list of forms under the MV-1 Form Maintenance option. Only OFM can edit a form that has locked. You will still be able to view or print the form from the Display/Print Forms option.
6. Editing an Existing MV1 Form. The system will allow you to leave and re-enter an existing form at any time up until the point at which the agency head or their designated person authenticates the assignment and overnight use recommendation by placing their name in the appropriate block in Section VIII of the form. Each time you move to a new section of the form, the previously entered information is updated and saved.

MV1 Form Selection for Creating and Editing

PROCESS	NAME on MV 1	AGENCY	FISCAL YEAR
Add a new MV1 Form	Add a new MV1 Form		
MV1 Form Maintenance	McFarland, Dennis R	Corrections, Dept of	2004
MV1 Form Maintenance	Clown, Bozo T	DOAS	2004
MV1 Form Maintenance	Hyde, William D	DOAS	2004
MV1 Form Maintenance	rascal, Ima	DOAS	2004
MV1 Form Maintenance	Smedlap, John Q	DOAS	2004
MV1 Form Maintenance	Smith, John	DOAS	2004
MV1 Form Maintenance	Smith, John	DOAS	2004
MV1 Form Maintenance	Test, 22 4	DOAS	2004
MV1 Form Maintenance	Test, Test	DOAS	2004

- a. To reenter the form, select the form by clicking on the MV1 Form Maintenance bar located next to the assigned driver's name.
 - b. The form will open with the Section I – Employee Information screen being displayed. By using the Go to Next Section buttons at the bottom of each screen you can move to the particular section that you need to edit.
 - c. Continue editing in the same manner described in Section 5. Entering a New Form MV-1. As before, each time you move to a new screen, the previously entered information is saved.
 - d. Remember, once you enter the Agency Head or Designee Signature and Date, the form will lock and no longer appear on the MV-1 Form Maintenance listing. Any changes necessary after that time will require you to contact the Office of Fleet Management and request the change to the particular form.
7. Displaying or Printing Forms. The system will allow you to display or print any form within your agency, at any time. You should use this to view the status of a form, to print approved forms for vehicle or personnel files, to print forms to use for requesting corrected information from drivers, or to print forms to use for request Office of Fleet Management to make edits or changes to form that have been locked by the system.

MV1 Form Selection for Display and Print

Office of FLEET MANAGEMENT
Georgia Department of Administrative Services

Motor Vehicle MV1

MV1 Print Display

PROCESS	NAME on MV 1	AGENCY	FISCAL YEAR
MV1 Form Display/Print	ewtqewt, twretewrt t	CORRECTIONS, DEPARTMENT OF	null
MV1 Form Display/Print	Jones, Bill R.	DOAS	2004
MV1 Form Display/Print	aaaaa, aaaaaa a	DOAS	2004
MV1 Form Display/Print	aaaaaaaaa, aaaaaaaaaa a	MCI COMMUNICATIONS	2004
MV1 Form Display/Print	dfashadhjsjhsfgjs, jfdjdgdgjdg	MCI COMMUNICATIONS	2004
MV1 Form Display/Print	ewtqwetret, qtqetq q	MCI COMMUNICATIONS	2004
MV1 Form Display/Print	hb, fdthshsh h	MCI COMMUNICATIONS	2004

Select to display an existing form

- From the menu, select the form to be displayed by clicking on the FM1 Form Display/Print button next to the name of the individual. Names are listed in alphabetical order and the list includes all previously entered forms for your agency.
- The form will display on your screen as a continuous form. You may view the entire form; however, no editing of any entries is permitted. If changes are necessary, you must either enter the form through the MV1 Form Maintenance menu, or contact the Office of Fleet Management for changes to forms that are already approved.
- The displayed form can be printed by clicking on the print icon of your web browser or by clicking on File on the toolbar and selecting Print from the dropdown.

Motor Vehicle MV1 - Microsoft Internet Explorer

Address: http://localhost:8080/examples/mv1/mv1_routing.jsp?route_code=print+display

MOTOR VEHICLE ASSIGNMENT AND USE AUTHORIZATION FORM

Fiscal Year 2004

Clown, Bezo T
Entertainer
DOAS
Administration
122
Home Address: 200 Piedmont
City/City/zip: Atlanta, Fulton, 30334
Telephone: 4041234567

Section II - Vehicle Information

Agency Vehicle No.: 2345
 Vehicle Ident. No.: 12345678
 License Plate No./City: 45678/Fulton
 Year: 2003
 Make: Ford
 Model: Taurus
 Body Type: Sedan

Section IV - Individual Vehicle Assignment

1. Number of Miles Driven Last Year:

a) Number of State Business miles driven in a State Vehicle last fiscal year. 5000

1) Agency Unique vehicle Number of Vehicle(s) driven last fiscal year. 2345

2) Period(s) during which the vehicle(s) was used last fiscal year. Jul03-Jun04

b) Number of Business miles reimbursed for personal vehicle use last fiscal year. 0

c) Number of Commuting miles driven in a State Vehicle last fiscal year. 9000

d) Total number of miles from (a) and (b) above. 5000

e) Did the total in (d) exceed 14,000 miles? If "yes", go to Item #3. NO

f) If vehicle was driven less than 14,000 State business miles in the last year, has it been driven more than 3300 state miles in the last three months of this year? If "No", go to Item #2. NO

2. Vehicle Configuration/Operations

Select Print from the dropdown

Click icon to print displayed form

8. Deleting a form from the database. The MV1 program does not allow users to directly delete a form from the database. However, deleting a name may be accomplished by one of two methods.
 - a. Overwrite or change the information. During the annual updating process, you can edit any of the information contained on a form, to include the name of the assigned individual. For example, a different individual is now driving a vehicle previously assigned to someone else, or an individual has been assigned a new car during the year. The new information will be saved when you move to the next section of the form, effectively deleting the old form.
 - b. Request Office of Fleet Management deletion. You may submit a request to OFM to delete the form from the database. To do this, fax or mail the current MV1 form along with instructions to delete the form along with the reason.
9. Reports. The MV1 system is designed only to produce the individual Form MV1 and does not directly produce any type of agency reporting.
 - a. Office of Fleet Management will produce summary reports indicating the results of the annual submission and review of agency forms.
 - b. There is also the ability for Office of Fleet Management to produce standard and custom query reports for agencies.
 - c. Examples of standard reports include listing of assigned vehicles by vehicle number, assigned vehicles by driver name, incomplete reports, and vehicle assignments by agency department.
 - d. Custom queries or reports may also be requested, and will be produced within the capability of the information available in the MV1 database.
 - e. Reports may be requested by sending an e-mail to GAFleet@doas.ga.gov. Report requests must originate from individuals with a valid MV1 Program user id. Requested reports will be returned electronically unless the size of the report file is too large, in which case, a hard copy report will be forwarded.
10. Program changes.
 - a. Program technical errors. Every effort has been made to test and resolve technical errors within the program. Should you encounter a problem with the operation of the program, contact the Office of Fleet Management. You may e-mail a description of the problem to GAFleet@doas.ga.gov or you may contact OFM by phone at 404-656-7010.
 - b. Recommended changes. The MV1 program has been designed as an interim solution to the management of the vehicle assignment authorization process. It is our intention to incorporate the vehicle assignment process into the overall fleet management information system when it becomes available. However, during the period of time that the MV1 program is in use, we welcome suggested improvements. You may submit recommended changes to GAFleet@doas.ga.gov or you may submit them by mail to the Office of Fleet Management, 200 Piedmont Avenue, Suite 1304 West Tower, Atlanta, Georgia 30334.

Annex A – Database Field Names and Descriptions

Field Name	Description	Form Location	Field Length
MV_ADDRESS	Home address of assigned driver if overnight use authorized. Otherwise, use the office/work address. Not a PO Box.	I	30
MV_AGENCY	Agency number of state agency submitting form. Default entry based on program user.	I	5
MV_AGENCY_HEAD	Yes/no entry indicating if vehicle assigned to agency head. Used if mileage is below 14,000 required for assigned vehicle.	IV, 2, a	3
MV_AGENCY_NAME	Text name of the agency submitting the form. Default entry on form based on user id of person making entries.	I	35
MV_BAD_CONDITIONS	Yes/no entry to indicate if vehicle is driven in conditions or to locations that would endanger a private vehicle.	IV, 2, d)	3
MV_BODY	Body style of vehicle	II	12
MV_CENTRAL_WORK	Yes/no entry to indicate if vehicle is specially equipped and rarely driven to central location before proceeding to job site directly from home.	V, 3	3
MV_CENTRAL_WORK_COMMENTS	Description of equipment and nature of work. Required if Central Work marked Yes.	V, 3	150
MV_CITY_CTY_ZIP	City, County, and ZIP code of address above.	I	40
MV_CONDITIONS_COMMENTS	Description of environment in which vehicle is driven. Required if Bad Conditions marked Yes.	IV, 2, d)	150
MV_DATE_TIME	Date/time stamp for database	NA	12
MV_DEPARTMENT	Agency department of assigned driver. May also include division	I	50
MV_DOAS_DATE	Date of OFM review	IX	12
MV_DOAS_INDIVIDUAL_ASSIGNMENT	Yes/no entry indicating OFM approval or disapproval of agency assignment recommendation.	IX, 1	3
MV_DOAS_OVERNIGHT_ASSIGNMENT	Yes/no entry indicating OFM approval or disapproval of agency overnight use recommendation.	IX, 2	3
MV_DOAS_SIGNATURE	Typed name of OFM representative reviewing the form. Typed name constitutes and electronic signature.	IX	40
MV_DOAS_TITLE	Position title of OFM representative reviewing the form.	IX	30
MV_EMERGENCIES	Yes/no entry to indicate if vehicle is assigned to an individual that responds directly to the scene of an emergency on a 24/7 basis.	V, 2	3
MV_EMERGENCIES_COMMENTS	Description of requirement to respond to emergencies. Required if Emergencies marked Yes.	V, 2	150
MV_EMPLOYEE_ID	Employee ID number. Not SSAN. Numeric field.	I	20

MV_EMPLOYEE_SIGNATURE	Typed name of assigned driver. Name constitutes an electronic signature.	VII	30
MV_EMPLOYEE_SUPER_DATE	Date of form review by assigned driver supervisor. Required if supervisor name entered.	VIII	12
MV_EMPLOYEE_SUPERVISOR	Typed name of assigned individual immediate supervisor. Recommended to indicate supervisor aware of vehicle use. Not a required entry.	VIII	30
MV_EQUIPMENT_LIST	Description of special equipment installed on vehicle. Required entry if special equipment marked Yes.	IV, 2, b)	120
MV_FIRST_NAME	First name of assigned driver	I	25
MV_FISCAL_YEAR	Fiscal year of assignment. System entry.	NA	4
MV_FLEET_NOTES	Notes or comments regarding the review of the form. Does not appear on printed version of MV1.	NA	200
MV_FORM_LOCK	Toggle to lock form from further editing by agency fleet coordinator after approval by agency.	NA	1
MV_GENERAL_COMMENTS	Section for entering general comments regarding the vehicle assignment or overnight use request.	VI	500
MV_HEAD_AGENCY	Yes/no entry to indicate if vehicle is assigned to the head of a state agency.	V, 1	3
MV_HEAD_DATE	Date form approved by Agency Head or designated person. Required entry if agency head signature entered.	VIII	12
MV_HEAD_SIGNATURE	Typed name of agency head or designated person recommending assignment and overnight use as marked. Required entry before form can be reviewed by OFM. Name constitutes an electronic signature.	VIII	40
MV_HEAVY_LOAD	Yes/no entry to indicate a vehicle that transports large or heavy equipment that cannot be transferred between vehicles.	IV, 2, c)	3
MV_INDIVIDUAL_ASSIGNMENT	Yes/no entry indicating if agency recommends assignment of vehicle to individual.	VIII, 1	3
MV_LAST_NAME	Last name of assigned driver	I	25
MV_LICENSE_NUMBER	Vehicle license plate number and county that issued tag	II	30
MV_LOAD_COMMENTS	Description of large or heavy equipment that cannot be transferred. Required if heavy load marked Yes.	IV, 2, c)	150
MV_MAKE	Make of vehicle	II	12
MV_MANUFACTURE_YEAR	Vehicle year of manufacture	II	4
MV_MEM_EXEMP	Yes/No exemption qualification for patrol vehicles belonging to DMVS and GSP	III	3
MV_MIDDLE_INITIAL	Middle initial of assigned driver. No period	I	1
MV_MILES_14000	Yes/ No entry indicating whether qualifying miles greater than 14,000	IV, 1, e)	3

	miles during previous fiscal year. Computed field. No entry by user.		
MV_MILES_3500	Yes/no entry for use if annual qualifying miles is less than 14,000 miles. Generally for use by employees assigned a vehicle for less than full year.	IV, 1, f)	3
MV_MILES_COMMUTE	Number of commuting or personal miles driven in a state vehicle during previous fiscal year. Numeric field (no commas).	IV, 1, c)	6
MV_MILES_LAST_YEAR	Number of business miles driven in a state vehicle during previous fiscal year. Numeric field (no commas).	IV, 1, a	6
MV_MILES_PERSONAL	Number of state business miles driven in personal vehicle during previous fiscal year (reimbursed by state). Numeric field (no commas).	IV, 1, b)	6
MV_MILES_TOTAL	Total number of qualifying miles for the previous fiscal year. Computed field. No entry by user.	IV, 1, d)	6
MV_MILES_UNIQUE_LAST_YEAR	Agency vehicles in which miles driven during previous year.	IV, 1, a), 1)	50
MV_MODEL	Model of vehicle	II	12
MV_OVERNIGHT_ASSIGNMENT	Yes/no entry indicating if agency recommends routine overnight use of assigned vehicle.	VIII, 2	3
MV_PERIODS_USED	Beginning and ending months during which assigned vehicle was driven	IV, 1, a), 2)	30
MV_PHONE	Contact telephone number for assigned driver	I	12
MV_SEQ_NUMBER_KEY	Program assigned sequence number	NA	11
MV_SPECIAL_EQUIP	Yes/no entry to indicate if vehicle is permanently equipped with special equipment.	IV, 2, b)	3
MV_TITLE	Position title of assigned driver	I	30
MV_VANDALISM	Yes/no entry to indicate potential for vandalism/theft of vehicle or contents if left at work location and nearby security not available.	V, 5	3
MV_VEHICLE_ID	Assigned agency vehicle number	II	25
MV_VIN_NUMBER	Last eight characters of vehicle identification number (VIN)	II	8
MV_WORK_CAR	Yes/no entry to indicate if individual works from home or home office and travels to different work sites daily.	V, 4	3

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Annex not included with fleet coordinator user instructions.